


DD/A Registry

File ATTN-2

DDA 78-0270
20 January 1978

MEMORANDUM FOR : Mr. Herb Hetu
Assistant to the Director for Public Affairs

FROM :  STATINTL
Executive Officer/DDA

SUBJECT : Items to be Included in
"Notes from the Director"

Herb:

1. Attached are three items that can be included in the next "Notes from the Director". They are:

- a. External Employment Assistance
- b. Internal Placement Procedures
- c. Employment Opportunities for Women

2. As you are probably aware, he is interested in including a statement on the status of athletic facilities. Jack Blake suggests however, that we hold off on this until we find out how the Director leans relative to tennis courts.

 STATINTL

Attachment

Distribution:

Orig - Herb Hetu w/att
✓ 1 - DDA Subj w/att
1 - DDA Chrono w/o att
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EXTERNAL EMPLOYMENT ASSISTANCE

The Retirement Counseling and Employment Assistance Branch of the Office of Personnel is assisting employees affected by the reduction in the Operations Directorate, and who are not reassigned within the Agency, in locating employment outside the Agency. RCEAB cannot guarantee jobs or directly place clients in positions outside the Agency. There are many ways, however, in which RCEAB can assist these employees in their job search.

To date a total of 61 such employees have requested assistance by RCEAB. Many of these 61 employees have had one or more job interviews with outside firms thus far, and one employee has already located other employment. In addition, several other employees have tentative offers. Emphasis is being given to those already terminated or who will depart by 31 March 1978.

All of these employees have been given the full range of assistance available from RCEAB. The RCEAB counselors have aided them in examining their interests, inventorying their qualifications, and defining their employment goals. Vocational and aptitude testing and counseling have been arranged with the Psychological Services Staff of the Office of Medical Services. Guidance has been given in the preparation of resumes, and resumes have been reproduced for each job seeker in the number he or she needs for a job search.

Information concerning all aspects of job hunting has been provided, including job market appraisal, planning a job search, and how to conduct oneself in employment interviews. In most cases specific job leads have been provided depending upon the individual's qualifications and goals.

RCEAB currently is in touch with over 100 companies and is developing new sources and job leads almost daily. A number of firms have read or heard about the personnel reductions and have called to offer positions which they believe may be suitable for those affected. RCEAB also is in contact with 10 private employment agencies or executive search firms which operate on a "no fee to client" basis. In addition, contact has been made with senior officials in DOD, NSA, DIA and INR as a follow-up to my request for their assistance in placing these DDO employees. RCEAB is confident that in the course of time it will be able to assist many of those affected in finding suitable employment elsewhere.

INTERNAL PLACEMENT PROCEDURES

Assistance in locating assignments elsewhere in the Agency for personnel affected by the reduction in the Directorate of Operations is provided by the Professional Placement Branch of the Office of Personnel. Each placement officer has information concerning the staffing needs of all Agency components and descriptions of the qualifications required.

A placement officer first reviews the file and becomes thoroughly familiar with the employee's background, education, experience, performance, and strengths and weaknesses. The officer then arranges a personal meeting with the employee to gain additional information about skills which might not be evident in the file, to get the employee's ideas about assignment possibilities and interests, and to describe the reassignment search process. At this meeting the placement officer also ascertains the employee's willingness to accept assignments at a lower grade, at locations outside the Headquarters Building, and in part-time, short-term, and contract employment.

The Senior Personnel Officer in each Directorate, the E Career Service and the IC Staff serves as the focal point for reassignment efforts to be conducted within their jurisdictions. Pertinent information from employees' personnel files and the interviews with the placement officers will be provided to assist the components in their review, along with recommendations of the placement officers and employees' preferences regarding assignments. Components which do not accept a nominee are required to explain the reasons for their non-acceptance in responses signed by the Office Head.

One-hundred and twenty-six (126) employees affected by the reduction in the Operations Directorate have expressed interest in reassignments. Of these, assignments have been located for 18, and eight others are of current interest to various components. All other cases are in the process of referral.

We continue to be optimistic that positions will be found for others within the Agency.

The President recently directed the heads of all Federal departments and agencies to work aggressively and creatively to provide maximum employment opportunities for women in Federal service. We were asked to develop innovative programs to recruit and hire qualified women, and ensure they have fair opportunities to enjoy satisfying careers.

For a number of years, the Agency has maintained a nationwide recruitment system designed to attract qualified applicants. Personnel recruiters are based in strategic locations throughout the country, and they actively exploit all potential sources of applicants in their assigned geographic areas of responsibility. All have been instructed to ensure ^{that} proper attention is given to the recruitment of women to fill our professional and technical needs.

Our current and anticipated personnel requirements are, of course, very selective and emphasize scientific and technical disciplines. A recent analysis shows that only slightly more than 20% of U. S. students majoring in disciplines of interest to the Agency are female. During fiscal years 1974 through 1976, women comprised about 17% of the professional and technical employees hired by the Agency; in 1977 that figure rose to 20%. Thus, our recruitment and hiring programs for women have moved in the right direction.

I also am pleased that the percentage of female professional and technical employees in Grades GS-12 through GS-14, the feeder group to executive positions, increased from 8.4% in 1967 to

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10.7% in 1977. Another sign of progress is that the percentage of women in executive positions (GS-15 through GS-18) increased from .8% in 1969 to 2.2% in 1977. However, ^{however,} much remains to be done in providing challenging career opportunities for our female employees, and I have requested our senior managers to continue their commitment to advancing the careers of our deserving women.

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